

COMMAND SUPPLY DISCIPLINE PROGRAM

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Proponent For Inspection: DOL

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

REFERENCES: a. AR 710-2, DTD 8 Jul 2005, b. DA Pam 710-2-1, DTD 31 Dec 97, c. AR 735-5, DTD 28 Feb 2005
d. FLW CMD Policy 69-05 DTD 4 Jan 2006

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P"= 70% success rate of evaluated tasks with no failed critical tasks. "U"= less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARK
PROPERTY BOOK OFFICER LEVEL				
A. GENERAL				
1. Does the unit have a program established to request clarification of regulatory guidance? (AR 710-2, (1-7), AR 735-5, (1-7))	BDE			
2. Does the unit have a program established to request for deviation authority from higher headquarters? Are they submitting the request to HQDA, DCS, G-4? (AR 710-2, (1-7), AR 735-5, (8-2))	BDE			
3. Does the unit identify and report supply constraints? (AR 710-2, (1-9))	BDE			
B. RECONCILE PROPERTY AUTHORIZATION				
Are authorization document being reconciled annually? After completion of the reconciliation, has a statement been prepared, signed, and filed in front of the property book? Is the equipment authorization documents loaded into the REQVAL system in all automated property book system? (AR 710-2, (2-4b), AR 71-32)	BDE			
C. REQUESTING AND RECEIVING SUPPLIES				
1. Is all authorized property on hand or on order? Is the REQVAL being used prior to submitting MTOE/TDA equipment request? (AR 710-2, (2-6a))	BDE			
2. Are supply requests submitted to the local Forward Distribution Point (FDP replaces the SSA) on the same date as the document number? Are request for property from the DRMO or local purchase being processed through the FDP that normally supplies the property? (AR 710-2, (2-6l))	BDE			
3. Are document registers for property book and expendable items available? Has the PBO designated the organizational elements, which are to maintain durable, and expendable document registers? (AR 710-2, (2-6h))	BDE			
4. Has the Property Book Officer initiated DA Form 1687 for the servicing FDP? Are copies of the DA Form 1687's available at the PBO office? (AR 710-2, (2-8a))	BDE			
5. Are supplies received at the PBO office counted by quantity and compared to the receipt document? Are discrepancies documented and the servicing FDP notified? Are serial numbers verified against the receipt document? (AR 710-2, (2-8c & d), TB 380-41, DA Pam 25 380-22)	BDE			
6. Are receipt documents posted to the property book? Are the documents then filed in document number sequence in the supporting document file? (AR 710-2 (2-8h))	BDE			
7. Is the supporting document file current? Do these documents support entries entered in the property book? If a supporting document is missing has the PBO prepared and signed a statement of explanation to include information from the document register for the loss document? (AR 710-2, (2-5r))	BDE			
8. Has the PBO received written authorization from the FDP prior to ordering any items through local purchase? (AR 710-2 (2-33c))	BDE			

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D. DISPOSITION OF PROPERTY				
1. Has the commander having command jurisdiction over both the losing and gaining organization approved the transfer of property? Has the PBO updated applicable hand receipts and asset reports (CBS-X, DODSASP, and so forth)? (AR 710-2, (2-13a))	BDE			
2. Does the supporting COMSEC FDP approve all transfer of classified equipment and components? Are these documents prepared and processed by the COMSEC custodian? (AR 710-2 (2-13a(7)))	BDE			
3. Has turn-in action been initiated within 10 days for property determined to be excess? Are serial numbers entered on the document for items requiring serial number accounting? For CCI items being turned-in, has "CCI" been entered in the remarks section of the turn-in document? (AR 710-2, (2-13b))	BDE			
4. Have unserviceable items, determined not repairable by the supporting maintenance facility been turned-in? Did the unit attach a copy of the DA Form 2407 verifying the condition of the item? If required, were serial numbers annotated on the DA Form 2407? (AR 710-2, (2-13b))	BDE			
5. Have unserviceable COMSEC equipment been turned-in to the COMSEC custodian? (AR 710-2, (2-13b))	BDE			
6. Prior to turn-in, has the PBO determine and validate component shortages on the hand receipt annex for that piece of equipment? (AR 710-2, (2-13b(2)(d)))	BDE			
7. Has property determined to be "found on installation" been turned-in to the FDP? (AR 710-2, (2-13d))	BDE			
8. Does the PBO ensure that no items of equipment are turned-in directly to the DRMO? Is this equipment turned-in to the FDP as required? (AR 710-2, (2-13e))	BDE			
9. Upon termination of lease contracts has the PBO submitted a turn-in document to the FDP? Did the PBO attached the original receipt document to the turn-in? (AR 710-2, (2-35f(2)))	BDE			
E. PROPERTY ACCOUNTABILITY				
1. Does the commander for whom the property book is maintained appoint the Property Book Officer in writing? Does the appointing memorandum identify the property book UIC? (AR 710-2, (2-5g))	BDE			
2. Has the PBO acknowledged accountability for property in the quantity shown on each record of the property book? (AR 710-2, (2-5h))	BDE			
3. Are the following required data fields maintained on the property book, a) Authorization data, b) Identification data, c) Accounting data, d) Management data? (AR 710-2, (2-5k))	BDE			
4. CRITICAL Are the property books organized so that organization and installation properties are kept separately? Has a separate property book been established to account for semi-trailers? (AR 710-2, Para 2-5i, k & l)	BDE			
5. Does the property book have a separate section for those items of property when either the property description or quantity is classified? (AR 710-2, (2-5i))	BDE			
6. Is all equipment listed on the applicable MTOE, TDA, JTA, and CTA on hand or on order? (AR 710-2, Para 2-5, 2-35d, e, & f)	BDE			
7. Are serial numbers recorded for all items requiring serial number accountability? (AR 710-2, (2-5l(3)))	BDE			
8. Is property that has been withdrawn from the DRMO accounted for on the property book? Has approval been received from the Installation commander for equipment being drawn from the DRMO for use other than its intended purpose? (AR 710-2, (2-6l(1)))	BDE			
9. Have changes that affect the property book balance (i.e., AAR's, adjustments per AR 735-5, and lateral transfers (gaining PBO only) and that are CBS-X reportable been report to the CCA (manual system only)? (AR 710-2, (2-9a))	BDE			

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10. Are weapon serial numbers properly recorded in DODSASP? Are changes being reported to the designated SASSO? (AR 710-2, (2-9b))	BDE			
11. Are CCI serial numbers properly recorded in CCISP? Are changes being reported to the designated CCISSO? (AR 710-2, (2-9c))	BDE			
12. Are all serial numbers for chemical detector cells of the M43A1 Chemical Detector and drift tube module components of the Chemical Agent Monitor (CAM) properly recorded in RATT's? Are changes reported to the designated SSO? (AR 710-2, (2-9d))	BDE			
13. Is the document register clerk conducting follow-up actions on as-required basis? When the FAD or the UND change, is a document modifier being forward to the FDP? Are cancellation request being submitted to the FDP when the item requested is no longer needed? (AR 710-2, (2-7))	BDE			
14. Is DA Form 4949 being used to make minor corrections to the property records to correct discrepancies in makes, models, sizes, or obvious errors in serial number? Is an explanation entered on the back of the form? Has the property record been corrected? (AR 710-2, 2-5o)	BDE			
F. PROPERTY RESPONSIBILITY				
1. Is responsibility assigned and acknowledged via hand receipts for all property recorded on the property records? Has the PBO acknowledged responsibility for all equipment not signed out on hand receipts using the procedure in AR 710-2, paragraph 2-5h? (AR 710-2, (2-10a, b, & c))	BDE			
2. Are component hand receipts being utilized when the equipment is issued to the intended user? (the use of preprinted component hand receipt is mandatory if they are available) Are non-expendable component shortages placed on a hand receipt annex for all hand receipt holders having valid shortages? (AR 710-2, (2-10h))	BDE			
3. Are hand receipts current? Are hand receipts being posted as changes occur? If change documents are being used, is the hand receipt being updated every six (6) months? (AR 710-2, (2-10g(5)))	BDE			
4. Are temporary hand receipts used when equipment is on loan for less than 30 days? After the 30 day period, has the equipment been returned? If not, has a permanent hand receipt been prepared? (AR 710-2, (2-10g) (3))	BDE			
5. Is property that is meant for general use listed on a hand receipt as an inventory listing? Is the original hand receipt on file? Has a copy of the original hand receipt been placed in the area where the property is located? (AR 710-2, (2-10g) (4))	BDE			
6. Have the procedures in AR 710-2, paragraph 2-35h been used to control and account for commercial software that has is issued to unit/organization? (AR 710-2, (2-35h))	BDE			
7. Has the Commander established management controls on durable property using DA 2062 hand receipts, Excel spreadsheets, or ULLS S-4 listings? (FLW CMD Policy 69-05, 32(2))				
8. Has the commander or activity head conducted management review of durable property as required by AR 735-5, (7-7b) (3) and FLW CMD Policy 69-05? Is there any indication of any missing items? Is there any indication of fraud, waste, or abuse?	BDE			
G. MANAGEMENT OF LOADS				
1. Are Class 1 and 5 basic loads being accounted for? If the unit is not authorized by the MACOM to have a ABL, is a pre-approved DA Form 581 on hand to be used for deployment purposes? (AR 710-2, (2-6b & 2-20d))	BDE			
2. Has the unit accounted for their operational load of Class 5? Are hand receipts used to designate responsibility for the loads? (AR 710-2, (2-43c))	BDE			
H. INVENTORIES				
1. When a PBO is replaced, has a joint inventory been conducted for all equipment not signed out on a hand receipt? Have all hand receipts been reconciled with the property book? Have adjustment documents been initiated to account for missing property? Has the incoming PBO signed a property statement for filing in front of property book? (AR 710-2, (table 2-2, c))	BDE			
2. Has the PBO conducted an annual inventory for equipment that has not been signed out? Have the results of this inventory been recorded on a memorandum, signed by the PBO? Is the original memorandum on file? Has a	BDE			

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copy been forward to the commander? (AR 710-2, (table 2-2,d)				
3. Has property been received or issued been inventoried by the recipient? Did this inventory also include verifying serial numbers? Prior to turn-in, is an inventory conducted and component shortages documented? (AR 710-2, (table 2-2,f)	BDE			
4. Has the PBO reconciled the (annual or cyclic) results of inventories with the property book records? Have appropriate adjustment actions been taken? (AR 710-2, (table 2-2, P(1)	BDE			
5. CRITICAL Weapons and ammunitions: Is a physical count/serial number inventory of all weapons and ammunition completed monthly? Are these inventories conducted as prescribed by AR 710-2 (Table 2-2, i & j), DA Pam 710-2, Para 9-10 (b)?	BDE			
6. CRITICAL Sensitive Item Inventory: Are all sensitive items kept by the using unit inventoried monthly and the results recorded on a memorandum prepared for the responsible officer's or PBO signature as appropriate? (DA Pam 710-2, Para 9-9, (a)	BDE			
I. ADJUSTMENT FOR LOST, DAMAGED, OR DESTROYED PROPERTY				
1. Has the PBO assigned document numbers from applicable document register to adjustment documents initiated by primary hand receipt holders? (AR 735-5, (13-14)	BDE			
2. Has the PBO conducted causative research for losses discovered during inventories of property book items? Are these losses the result of an accounting error or as a result from lost, damaged, or destroyed actions? (AR 710-2-2, P (1)	BDE			
3. Have Report of Survey been initiated in the prescribed time frame? Have blocks 1-12 of DA Form 4697 been completed? Has a document number been assigned? Has the R/S been sent to the approving authority? (AR 735-5, (13-7)	BDE			
J. STORAGE				
1. Is all material in storage ready for issue? (AR 710-2, (2-11a)	BDE			
2. Have internal control procedures been implemented for all property under the direct responsibility of the PBO? (AR 710-2, (2-10b)	BDE			
REMARKS AND FINAL COMMENTS:				

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